

**Organic Farming Authority of Jharkhand**  
**Department of Agriculture, Animal Husbandry & Cooperative, Jharkhand**

**e-Tender (Re-Tender for RFE)**

**WITH REFERENCE TO PR No. 219811(Agri)19-20D, PR No. 261818(Agriculture)21-22D & PR No. 284034 Agriculture (22-23):D REQUEST FOR EMPANELMENT (RFE) FROM THE INTERESTED MANUFACTURERS FOR THE SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZERS / BIOPESTICIDES / PROM) IN JHARKHAND**



Organic Farming Authority Of Jharkhand  
Department of Agriculture, Animal Husbandry and Cooperative  
Government of Jharkhand  
3rd Floor, Krishi Bhawan, Kanke Road, Ranchi – 834008

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**Government of Jharkhand**  
**3rd Floor, Krishi Bhawan, Kanke Road, Ranchi – 834008**

**RE-TENDER FOR REQUEST FOR EMPANELMENT FROM THE INTERESTED MANUFACTURERS FOR THE SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZERS / BIOPESTICIDES / PROM) IN JHARKHAND**

OFAJ is the nodal agency to empanel manufacturing agencies for the supply of organic farm inputs (biofertilizers/ biopesticides/ soil conditioner/ plant growth enhancers / other approved bio-products if any). Chief Executive officer, “Organic farming Authority of Jharkhand” invites RFE from the interested & reputed agencies/firms in order to meet the requirement of the State.

Area	Nature Of Work
Empanelment of manufacturing agencies for the supply of organic farm inputs	To supply organic farm inputs (Biofertilizers/ Biopesticides/ PROM) in Jharkhand.

Please go through the full document available at <http://jharkhandtenders.gov.in/> & <http://organicjharkhand.in>

- i. Applicants (hereinafter referred to as “Bidders”) are required to submit only one application for the same as mentioned in RFE at Chief Executive officer, “Organic farming Authority of Jharkhand”, Ranchi.
- ii. Bidder should Download the RFE Document and read carefully before uploading the required document.
- iii. Collect all the necessary documents for uploading. Number (page) them in order and upload according to respective eligibility condition. Fill up all the necessary information and upload the documents.
- iv. Bidders eligible as per qualifying conditions will be short listed based on the information provided by them.
- v. Before final submission, check fulfilment of all necessary conditions and document carefully.
- vi. Pay the required Document Fee and EMD as defined in RFE Document.
- vii. Detailed RFE document must be submitted at office of Chief Executive officer, “Organic farming Authority of Jharkhand”, 3rd floor- Krishi Bhawan, Kanke Road, Ranchi-834008 Jharkhand.

### Important Dates

1	Name of Work	REQUEST FOR EMPANELMENT (RFE) (RE-TENDER) FROM THE INTERESTED MANUFACTURERS FOR THE SUPPLY OF ORGANIC FARM INPUTS (BIOFERTILIZERS / BIOPESTICIDES / PROM) IN JHARKHAND
2	Time of Completion	3 Years
3	Tender Form Cost	Rs. 10,000.00 (Ten Thousand)
4	EMD Amount	Rs. 5,00,000.00 (Five Lacs)
5	Date of Publication of tender on website	24.07.2023 at 02:00 PM
6	Pre Bid Meeting	28.07.2023 at 03:30 PM
7	Document Download Period	24.07.2023 at 02:00 PM to 14.08.2023 at 05:00 PM
8	Online Bid Submission documents	30.07.2023 at 10:00 AM to 16.08.2023 at 05:00 PM
9	Hard Copy of Tender Documents, EMD and Tender Cost submission date	The hard copy of RFE documents cost and EMD should be submitted to the office of Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd floor- Krishi Bhawan, Kanke Road, Ranchi-834008 Jharkhand as on or 18.08.2023 up to 01.00 PM .
10	Date and Place of Technical Bid Opening	21.08.2023 at 03:00 PM Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd floor Krishi Bhawan, Kanke Road, Ranchi-834008 Jharkhand
11	Name and Address of the tender inviting Authority	Mr Ashok Kumar Sinha Chief Executive officer, "Organic farming Authority of Jharkhand", Ranchi
12	Contact No. of e-procurement officer	9973779188 / 9576653705
13	Helpline No. of e-procurement cell	0651-2230691

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### Details of the RFE

RFE No.	RFE/OFAJ/OFI/2023-24/01
Title of RFE	Request for Empanelment (RFE) (Re- tender) from the interested manufacturers for the supply of organic farm inputs (Biofertilizers/ Biopesticides/ PROM) in Jharkhand
Document Fee	INR 10,000 (Rupees Ten Thousand only) Only demand draft to be made in favour of Chief Executive officer, "Organic farming Authority of Jharkhand", payable at Ranchi. Note: DD should only be made from any nationalized / Commercial bank.
Pre Bid Meeting	28.07.2023 at 03:30 PM
Start & End Date & Time for Downloading of RFE document from the websites	24.07.2023 at 02:00 PM to 14.08.2023 at 05:00 PM
Last date and time for online submission of RFE	16.08.2023 at 05:00 PM
Last date and time for Hardcopy submission of RFE document cost & EMD	The hard copy of RFE documents cost and EMD should be submitted to the office of Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd floor- Krishi Bhawan, Kanke Road, Ranchi-834008 Jharkhand as on or before 18.08.2023 up to 01.00 PM .
Date of opening of the RFE	21.08.2023 at 03:00 PM
Mode of Empanelment Submission	The application form along with terms and conditions & etc. can be filled with the link available on the website <a href="http://jharkhandtenders.gov.in">jharkhandtenders.gov.in</a> and <a href="http://organicjharkhand.in">http://organicjharkhand.in</a> The hard copy of RFE documents cost and EMD should be submitted to the office of Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd Floor, Krishi Bhawan, Kanke Road, Ranchi 834008 as on or before 18.08.2023 up to 01.00 PM..
Earnest Money Deposit (EMD)	Earnest money (refundable) in the form of Demand Draft issued by any nationalized / commercial Bank amounting Rs. 5,00,000 (Rupees Five Lacs only) in favour of Chief Executive officer, "Organic farming Authority of Jharkhand", payable at Ranchi. Cheque / fixed deposit receipts / NSC etc. are not acceptable towards deposit of earnest money.
Period of Empanelment	3 Years

Note: -The Bidder must read carefully the entire tender document from the beginning and must declare that he has gone through and accept all the clause and conditions.

## Section I:Background

Agriculture is the main stay for the 80% of rural population of the state as their employment and primary income generating activity. However agricultural economy of the state of Jharkhand state is characterized by dependence on nature, low investment, low productivity, mono cropping with paddy as the dominant crop, inadequate irrigation facilities with small and marginal land holdings etc. Further, dependence of agriculture on vagaries of monsoon with continuous erratic rainfall pattern has made the sector very vulnerable.

Agriculture Sector is an important enterprise to supplement income generation and self-employment of small and marginal farmers and agricultural laborer.

The Government of Jharkhand is implementing Centrally Sponsored and State plan schemes to promote the Agriculture & Horticulture in the State.

The Organic Farming Authority of Jharkhand (OFAJ) is intended to promote the farmers of Jharkhand for the use of organic fertilizers for enhancing the production and productivity of sustainable Agriculture.

The Scope of work shall be complete supply of organic farm inputs F.O.R destination.

The Organic Farming Authority of Jharkhand intends to empanel the inputs manufacturers for supply of approved organic farm inputs in Jharkhand.

## **Section II: Objective**

Objective of work includes an indicative list of works which the empaneled bio-input manufacturer agencies would be subjected to during the next 3 financial year.

The objects behind the application of organic fertilizers /microbial inoculants to seed, soil or compost pit is to increase the number and biological / metabolic activity of useful microorganisms that accelerate certain microbial processes to augment the extent of availability of nutrients in the available forms which can be easily assimilated by plants.

## Section III: Eligibility Criteria

### 3.1 General Eligibility

#### A. LANGUAGE OF RFE SUBMISSION

The RFE must be prepared in English language only. If any document which is not in English it should be accompanied with translated and attested certified in English version.

#### B. SUBMISSION OF RFE

- i. Not more than one RFE offer will be accepted from any bidder. If a bidder participates in the RFE offer, representing more than one bid by one organization under one or different name, than such multitude of bid shall amount to collusive activity and appropriate action should be taken by Chief Executive officer, "Organic farming Authority of Jharkhand", under fraud and corrupt practices.
- ii. RFE offer have to be submitted through e- tendering online and also in the form of hard copy at Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd floor- Krishi Bhawan, Kanke Road, Ranchi-834008.
- iii. The offer should be given in the prescribed format as per RFE document.
- iv. The submission of offer by any Bidder implies that they have read the terms and conditions of the RFE and have made themselves fully aware of the scope of the work. Any addition or omissions in the original offer after opening of the offers will not be entertained. In this regard the bidder needs to give a declaration duly signed and stamped as per **(as per Annexure VI)**.
- v. Individual signing of the offer should have valid digital signature and signing other related documents will attach valid acceptable proof of his authority to sign on behalf of the Bidder as per **Annexure III**.
- vi. The bidder should fill up the required information in prescribed formats as per **Annexure I to VIII** and should upload all relevant documents as desired, failing which the bids will be rejected.
- vii. Once the online submission of bid is completed successfully the bidder must submit the hard copy of all the documents in the office of Chief Executive officer, "Organic farming Authority of Jharkhand", 3rd Floor, Krishi Bhawan, Kanke Road, Ranchi- 834008.
- viii. Bidder should deposit the EMD as per the instructions specified in the RFE document. The details of the tender/document fee and EMD, physically submitted must tally with the online details, otherwise the uploaded bid will be rejected
- ix. Application submitted without RFE fee of Rs. 10,000/- (Rupees Ten thousand only) or incompletely filled or conditional will be out rightly rejected. Conditional application will not be accepted in any case.

- x. All prevailing rules, regulation guidelines, instruction etc. pertaining to job work contract, issued by Govt. of Jharkhand through its various resolution/ circulars/ letters shall also be applicable to this tender.

**The prospective tenderers having any common Partners/Directors/Managing partners etc. or having any other common criteria shall be considered as Sister / Group / Associates Company/Concern/Company. In such cases, only one of them will be eligible for participating in the tender. Tenderers have to submit a declaration along with the Technical Bid, in the form of an affidavit on Rs.100/- non-judicial stamp paper duly notarized, stating;**

**That no other Firm/Sister concern/Associate belonging to the same group is not participating / submitting this process. (Annexure V)**

### **C. VALIDITY OF THE BID**

- i. The rates quoted by the Bidders shall be valid for 90 days from the schedule date of submission of the Bid for decision and finalization of the RFE.
- ii. Prior to the expiry of the validity period the Bids, the CEO OFAJ may extend the timeline of validity for a specific additional period.

### **D. PRESENCE OF BIDDERS**

All the Bidders or their authorized representative, who respond to this notification, can be present on the date, time and place of opening of Technical Bids and Financial Bid, at their own cost.

### **E. RATES OFFERED**

- i. Rates submitted by the bidder should be firm and free from all escalations.
- ii. Chief Executive officer, "Organic farming Authority of Jharkhand", Ranchi Jharkhand will make the payment only after successful supply as per the ordered quantity.
- iii. Rate quoted should be inclusive of all taxes, freight, insurance, operational cost incurred upon man power etc.
- iv. As and when Government of India or the State Government will revise the rates of GST that will be Applicable.
- v. The rates finalized will be strictly for the use of Chief Executive officer, "Organic farming Authority of Jharkhand" offices only.
- vi. Manufacturer shall be noted that the validity period of their offer rate which should be for a period of at least 3 years or till project period from the date of empanelment.
- vii. The manufacturer shall submit an affidavit on Rs 100 non judicial stamp from Notary regarding "rates of organic farm inputs which are quoted in financial bid are the minimum price and not more than the market price in the State of Jharkhand".

## **F. PRE-BID MEETING & ISSUE OF CORRIGENDUM**

- i. A Pre-bid meeting would be held in the chairmanship of Chief Executive officer, Organic Farming Authority of Jharkhand at 3<sup>rd</sup> Floor, Krishi Bhawan Campus, Kanke road, Ranchi-834008 on dated 28.07.2023 at 03.30 PM
- ii. A prospective Bidder requiring any clarification on the RFE Documents may submit queries in written in hard copy and submit it on or before date of Pre-Bid Meeting at office of Organic farming Authority of Jharkhand, Ranchi.
- iii. Organic farming Authority of Jharkhand at its sole discretion may provide response to the queries.
- iv. After Pre-bid Meeting Organic farming Authority of Jharkhand may modify the RFE Document by a corrigendum.
- v. Any corrigendum shall be deemed to be incorporated into this RFE

Any further corrigendum(s) to this RFE shall be published only on websites <http://jharkhandtenders.gov.in> & <http://organicjharkhand.in>

## **G. AMENDMENT OF RFE DOCUMENT**

RFE once submitted cannot be amended. However, in some circumstances (such as major anomaly in the technical specifications having a major impact on pricing etc), Chief Executive officer, “Organic farming Authority of Jharkhand” may decide to take fresh RFE from all or any of the Bidders before opening of the financial bid.

## **H. DEADLINE FOR SUBMISSION OF THE BIDS**

- i. The bids will be received through e-tendering (online) and/or also in the form hard copy on or before schedule date & time.
- ii. The Chief Executive officer, “Organic farming Authority of Jharkhand” reserves the rights to extend the deadline or for making any other change in the Bid document by issuing an amendment online in this regard.

## **I. PERIOD OF EMPANELMENT**

- i. A Memorandum of Agreement (MOA) shall be signed between the empanelled agency and Chief Executive officer, "Organic farming Authority of Jharkhand" as per the Performa decided by the Department of Agriculture, Animal Husbandry & Cooperative, Jharkhand and the agency/ies selected/ empanelled for an the initial period of 3 years, which may be extended in case of satisfactory performance.
- ii. This empanelment will also be valid & applicable for all other organic farming schemes under OFAJ during the validity period of this empanelment.

## **J. EARNEST MONEY DEPOSIT (E.M.D.)**

- i. The bidder is required to submit EMD of INR 5,00,000/ (Rupees Five Lacs Only) refundable Demand Draft of any scheduled / nationalized / commercial bank drawn in favour of CEO OFAJ, Jharkhand payable at Ranchi. Cheque / fixed deposit receipts / NSC etc. are not acceptable towards deposit of earnest money
- ii. E.M.D. of all unsuccessful Bidders will be returned.
- iii. E.M.D. will not carry any interest.
- iv. No adjustments will be made from previously submitted EMD.
- v. For successful bidding the bidder is required to submit the EMD and document required (both) well before the end of due submission time.
- vi. E.M.D. of bidder will be forfeited if the Bidder at any time prior to its rejection withdraws the bid while the bid is still valid and also in case successful Bidder, fails to sign the agreement within the specified time limit.

## **K. FINANCIAL BID**

- i. Financial bid is to be submitted online separately as per format given in Annexure VII (BOQ).
- ii. Bidder has to quote rates for all items or less items as he wishes to quote.

## **L. Security Deposit**

- i. The successful bidder shall furnish security deposit of amount of INR 5,00,000 (Five Lacs only) after the issue of "Letter of Intent" from Chief Executive officer, "Organic farming Authority of Jharkhand" in form of Bank Guarantee in favour of Chief Executive officer, "Organic farming Authority of Jharkhand", payable at Ranchi.
- ii. Once the successful bidder submits the security deposit then only he will be allowed to withdraw the EMD from the department.
- iii. The security deposit should be valid for minimum period of three year/ the period of empanelment from the date of agreement and needs to be pledged in the favour of Chief Executive officer, "Organic farming Authority of Jharkhand".

- iv. Once the successful bidder submits the security deposit then the department will return its security deposit after one year of completion of work and written request letter.
- v. This security deposit shall be forfeited, in case if the empanelled agency fails to execute the process adequately or if the empanelled agency fails to maintain the lab provided by the department, and agreement will be terminated and the Bidder may be debarred or blacklisted for submission of further rate contract.

#### **M. PROCESS OF FINALISATAION OF RATES**

- i. After consent of parties and execution of agreement, rates finalized by the committee will be circulated as required.

#### **N. PRICE FALL CLAUSE**

- i. The price offered under the contract by the bidder shall, in no case exceed the lowest price on which the bidder sells to other parties, private or Government bodies.
- ii. The rates once finalized by the committee will be valid for the next 3 years. In no case the price will be changed.
- iii. CEO OFAJ Jharkhand shall be entitled to recover any amount paid in excess to the empanelled agency.
- iv. Since the RFE has been invited for empanelment and rate fixation contract, so the rate submitted by any firm found to be the lowest will be considered as final rate per unit. However, other participating Bidder may be empanelled if he agrees on the rates of L1 bidder. All the empanelled Bidders will have to follow the lowest fixed rate, finalized by the competent authority/ committee.

#### **O. MODE OF PAYMENT**

- i. No advance payment will be made.
- ii. In case of subsidy scheme, the subsidy amount will be disbursed as per the Government order of the concerned schemes.
- iii. All the bank transaction charges etc will be borne by the firms.
- iv. Payment will be made through beneficiaries only after successful supply as per the Government norms.

#### **v. Violations & Penalties:**

The list of violations mentioned below is not exhaustive and any other deviations, which affect the implementation of the scheme may be considered as deemed fit for smooth functioning of the same.

- i.) A due process, where show cause is issued and adequate time is allowed for response, shall be followed and the empanelled bidder as well as the beneficiary shall be adequately heard, and natural justice provided.
- ii.) In case of violations in the scope of work i.e. (To supply organic farm inputs (biofertilizers/ biopesticides/ soil conditioner/ plant growth enhancers / other approved bio-products if any), following penalties shall be imposed by competent authority:
- First time in a year, a warning letter may be issued to the empanelled bidder instructing to rectify the shortcoming immediately.
  - Second time in same year, a warning letter may be issued to the empanelled bidder instructing to rectify the shortcoming immediately with a penalty of 10% of invoice value.
  - Third time in same year, a penalty of 25% of invoice value may be charged.
  - Fourth time in same year, a show cause notice may be issued to the empanelled bidder and the case may be refer for de-listing the empanelled bidder for a period of one year or more as decided by competent authority.

**vi. PROCESS TO BE CONFIDENTIAL**

- i. Information relating to the process of examination, clarification, evaluation, and comparison of bids and recommendations for the award of contract shall not be disclosed to Bidders or any other persons not officially concerned with such process.
- ii. Any effort by the Bidder to influence any officials of the department for processing of bids or award decisions may result in the rejection of their bid.

**vii. FORCE MAJEURE CLAUSE**

Neither party shall be held responsible for the non-fulfilment of their obligations under this agreement due to the exigency of one or more of the force majeure events, such as but not limited to acts of God, war, flood, earthquakes, strikes, lockouts, epidemics, riots, civil commotions provided on the occurrence and cessation of any such event the party affected there by shall give a notice in writing to the other party within one month of such occurrence or cessation together with the measures taken by it to mitigate and minimize the adverse effects of such force majeure event. If the force majeure conditions continue beyond six months, the parties shall jointly decide the future course of action.

**viii. FRAUD AND CORRUPT PRACTICES:**

The Chief Executive officer, "Organic farming Authority of Jharkhand", requires all the Bidders should observe the highest standard of ethics.

In pursuant to this policy, following has been defined. "Corrupt Practice" means behaviour on the part of officials in the public or private sector by which they improperly and unlawfully enrich themselves and or those close to them, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving or soliciting of anything of value. "Fraudulent

Practice" means a misrepresentation of facts in order to influence an evaluation process of execution to the detriment of the Government and includes collusive practice among Bidders (prior to or after bid submission) designed to establish bid price at artificial non-competitive level.

In such an event the Chief Executive officer, "Organic farming Authority of Jharkhand", shall forfeit the EMD and debar or blacklist the BIDDER from participating in future bidding processes of the OFAJ Jharkhand for a period of 1 to 5 years.

**ix. COMPENSATION OF LOSSES OCCURRED DUE TO SUBSTANDARD**

DEFECTIVE SUPPLY AND DEBARRING / BLACKLISTING OF SUPPLIER:

- i. If any loss were incurred to the Chief Executive officer, "Organic farming Authority of Jharkhand", then the Department would deduct equal amount to the loss incurred from the payable amounts/security amount of the empanelled agency. In this regard no objections or explanation will be entertained.
- ii. Due to negligence or irresponsibility of the empanelled agency or of his workers, if the empanelled agency doesn't serve for the entire period of empanelment then the Chief Executive officer, "Organic farming Authority of Jharkhand" will collect the loss from the empanelled agency.
- iii. The organisation, CEO or any member of management committee should not be convicted in any criminal cases neither the organisation should be black listed.

**x. TERMINATION OF CONTRACT**

- i. In case at any point of time bidder is found providing false information, Chief Executive officer, "Organic farming Authority of Jharkhand" will not execute any rate offered under contract (during process) or will cancel its contract and the bidder may also be debarred or blacklisted from participating in future bidding processes of the OFAJ JHARKHAND for a period of 1 to 5 years.
- ii. The Empanelled agency, if breaches any condition or Clause of the Contract then the Chief Executive officer, "Organic farming Authority of Jharkhand" is entitled to Terminate the Contract and also entitled to demand and recover the loss incurred to it due to such termination of the Contract.
- iii. In case of the any of the conditions in the RFE document are not fulfilled by the successful bidders it shall amount deemed termination of contract, furthermore it shall amount to Suspension/Debarment/Blacklisting of Bidder as adopted by Chief Executive officer, "Organic farming Authority of Jharkhand".

**xi. CONSEQUENCES OF CONSUMER FORUM AND ANY COURT OF LAW WITH BIDDER**

The empanelled agency shall own full responsibility for the consequences arising out of consumer forum or any court of law, In case any user approaches the Consumer Forum or any court of law with

the complaint regarding irregularities or discrepancy in the scope of work awarded to him through the Chief Executive officer, “Organic farming Authority of Jharkhand”.

**xii. JURISDICTION**

In all cases of legal dispute, only the Ranchi Courts shall be having the jurisdiction.

All the necessary affidavit may be done through any Notary Office of Ranchi or other notary office of the country.

**xiii. EXECUTION OF AGREEMENT**

The successful bidder will have to execute an agreement on Rs. 1000/- non-judicial stamp paper of required value with the Chief Executive officer, “Organic farming Authority of Jharkhand” in the within a fortnight from the date of communication of acceptance of his offer by the Chief Executive officer, “Organic farming Authority of Jharkhand”, 3rd Floor, Krishi Bhawan Kanke Road, Ranchi failing to do which, the earnest money will be forfeited by the OFAJ JHARKHAND.

**xiv. SCOPE OF WORK: -**

The scope of work are as follows:

- i. The supplying agency would be required to timely complete supply in different districts of Jharkhand State.
- ii. Successful bidder has to take valid sales license for the products comes under CIB/FCO Act from Competent authority of Govt. of Jharkhand before commencing supply of products.
- iii. The products supplied shall be with sound packing. Damaged bags, if any, shall be replaced by the supplier with sound packing at his own cost. The responsibility of quality and quantity (miss-branding/underweight) of the material supplied lies with the supplier only.
- iv. The products supplied should be as per Annexure VIII.
- v. In the event of any materials failing to conform to the specifications on quality the OFAJ has the right to reject them out right and the supplier shall replace the rejected materials with fresh stock at his own cost.
- vi. Test report wherever applicable should be furnished
- vii. The rates of quoted products shall remain valid up to a period of Three (03) year or till the contract exists.
- viii. If the agency fails to meet the objectives, conditions, quality parameters of NPOP Norms the agreement will be void. The agency will be black listed and payment cut or penalty will be imposed.
- ix. After selection of the agencies the supply order will be decided as per the requirement of the product by the farmer in the light of which the ordered material will have to be delivered within the specified time limit to the corresponding districts

Not with standing anything else contained to the contrary in this RFE Document, the Chief Executive officer, “Organic farming Authority of Jharkhand”, reserves the right to cancel / withdraw / modify, fully

or partially the “Invitation for RFE” or to accept / reject one or all of the RFE without assigning any reason and shall bear no liability whatsoever consequent upon such a decision.

### 3.2 Technical Eligibility

- i. The Agency must have an approval certificate as per NPOP guideline for its organic farm inputs provided by an NAB/APEDA accredited agency for minimum ten years. (Enclose attestation certificate)
- ii. The agency must have a minimum of ten years experience in manufacturing of organic farm inputs.
- iii. Agency must be having manufacturing license for CIB/ FCO products/ NOC for manufacturing of FCO products from their home state.
- iv. Preference will be given to those agency which having registration of Trade Mark from the competent authority in support of the any brand for the offer has been submitted
- v. Agency must have a valid ISO 9001:2015 certification.
- vi. Preference will be given to those agency whose in-house R&D centre has recognized by DSIR/DST
- vii. The agency must have a past experience in working with agriculture or horticulture department / other government organization for supply of organic farm inputs. (Attach proof)
- viii. The successful Manufacturer shall not sublet or assign this contract or any part of it to other manufacturer
- ix. The bidder should furnish a copy of PAN & GST registration with their application.
- x. The bidder should furnish self-attested copy of GST return of atleast 02 (two) quarter of last 12 months.
- xi. Audited balance sheet along with IT return should be submitted for the last three financial years (2019-20, 2020-21, 2021-22).
- xii. The annual turnover of the bidder should not be less than Rs. 400.00 lakhs in any of the last three financial year (2019-20, 2020-21, 2021-22). Details of the audited balance sheet certified by CA for the last three financial years should be attached along with the application.
- xiii. Bidder shall submit an affidavit on Rs 100 non judicial stamp from Notary that "the company has never been blacklisted earlier by any state or union government. (As per **Annexure VI**)
- xiv. Preference will be given to those manufacturer who has previous experience in attestation of organic farm inputs under USDA-NOP & EU standards.

- xv. Those bidders who qualifies technically (as per annexure II) will be eligible for the technical evaluation sheet as per annexure IV.
- xvi. The bidder who scores minimum 60 marks will qualify and will be eligible for empanelment. In case if a bidder qualifies technically as per annexure II but fails to score 60 marks, then the bidder will be considered to be disqualified for empanelment.
- xvii. The bidder who qualifies the above eligibility criteria will be eligible for financial bid opening. (As per annexure VII)

### **3.3 Consortium**

Consortium is not allowed

### **3.4 List of documents to be submitted as part of response to RFE**

All documents must be properly marked and submitted. The response to RFE should be submitted in soft copy of technical & Financial bid separately on e-tender portal and in hard copy at office of Chief Executive officer, "Organic farming Authority of Jharkhand" (signed on every page). In case of any discrepancy, the signed hard copy version will prevail.

The bidders are required to give two sealed covers containing documents/information as follows:

- a. Sealed cover-I: Technical & general information along with supporting documents & document fee and EMD (As per Annexure I, II, III,IV, V,VI & VIII)
- b. Sealed cover-II: Financial bid as sought in RFE documents. (As per Annexure VII)

Sealed cover-I and II should be provided together in a sealed cover.

### **3.5 Disqualification**

CEO OFAJ may at its sole discretion and at any time during the evaluation of application, disqualify any applicant, if the applicant:

- i. Submitted the application after the response deadline;
- ii. Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements;
- iii. Exhibited a record of poor performance such as abandoning works, not properly completing the contractual obligations, inordinately delaying completion or financial failures, etc. in any project in the preceding three years;
- iv. Submitted an application that is not accompanied by required documentation or is non-responsive;
- v. Failed to provide clarifications related thereto, when sought;
- vi. Submitted more than one application on its own, or incomplete application
- vii. Was declared ineligible/blacklisted by the Government of India/State/UT government. Or is in litigation with Government of Jharkhand/ GOI.

## **SECTION IV- EVALUATION AND SELECTION PROCEDURE**

In order to empanel the bidder, Chief Executive officer, “Organic farming Authority of Jharkhand”, will constitute a Tender Committee to evaluate the proposals submitted. During evaluation of proposals Chief Executive officer, “Organic farming Authority of Jharkhand” may, at its discretion, ask the bidders for clarification on their applications. The process for selection is as given below.

### **4.1 Evaluation process**

Scrutiny of eligibility criteria as mentioned for responsiveness to the RFE will be done by the Evaluation Committee to determine whether the documents have been properly signed, qualification criteria fulfilled, and all relevant papers submitted. The Tender Committee can seek additional information from the bidders, if needed during technical evaluation. The response to the RFE not conforming to requirements will be rejected.

Technical eligibility evaluation will be done on the basis of documents submitted **as per Annexure-II**

### **4.2 Selection**

It shall be deemed that by submitting the bid, the bidder has understood the scope, the contents of the tender document and all other relevant information pertaining to this tender.

The total cost including taxes, duties and all other expenses quoted by the bidder shall be considered for financial price evaluation.

The selection would be based on Least Cost Method and called for further negotiations if required and agency will be empanelled.

Chief Executive officer, “Organic farming Authority of Jharkhand”, shall not be liable for any mistake or error by the bidder in respect of their quotes.

At any point prior to the bid due date, Chief Executive officer, “Organic farming Authority of Jharkhand”, may for any reason modify the tender document for any of its contents by issuing corrigendum/addendum.

The bidder selected will be required to sign an agreement with Chief Executive officer, “Organic farming Authority of Jharkhand”, accepting the terms and conditions. After signing of the agreement, no variation or modification in the terms of the agreement shall be made except by written amendment signed by both parties.

## **SECTION V: TERMS AND CONDITIONS OF AGREEMENT**

The bidder selected will have to sign an agreement with Chief Executive officer, “Organic farming Authority of Jharkhand”, with the following terms and conditions.

### **5.1 Nativity**

The organization must be incorporated in India as per GOI guidelines.

### **5.2 Relationship**

Neither party shall use the other parties name or any service or proprietary name, mark or logo of the other party for promotional purpose without first having obtained the other party’s prior written approval.

### **5.3 Right to rejection and Right to annulment**

Organic farming Authority of Jharkhand, reserves the right to reject any Request for Empanelment and to annul the process and reject all such requests at any time, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected applicant(s) of the grounds for such decision.

### **5.4 No obligation**

Organic farming Authority of Jharkhand, does not guarantee that any Bidders shall be awarded any project / assignment as a result of this RFE.

### **5.5 Confidentiality**

Information relating to evaluation of application and recommendations concerning awards shall not be disclosed to the Bidders who submitted the applications or to other persons not officially concerned with the process. The undue use by any applicant of confidential information related to the process may result in the rejection of their application.

### **5.6 Period of Selection**

Organic farming Authority of Jharkhand, shall empanel for 03 (three year) and may be extended on the basis of performance.

The duration may be extended through mutual consent for a further period based on periodic reviews to assess the performance during the specified duration at the same terms and conditions. CEO OFAJ, shall be free to curtail the agreement at any time during the period of empanelment, without assigning any reason.

### **5.7 Indemnity**

The selected bidder will indemnify CEO OFAJ, against all third-party claims of infringement of patent, trademark/copyright or industrial design rights arising from the use of software/ hardware/ manpower

etc. and related services or any part thereof. CEO OFAJ stand indemnified from any claims that the hired manpower may opt to have by virtue of working on the project for whatever period. CEO OFAJ, also stand indemnified from any compensation arising out of accidental loss of life or injury sustained by the hired manpower while working on the project.

#### **5.8 Only one application**

An applicant can submit only one proposal on its own. If an applicant submits more than one proposal, both proposals shall be disqualified.

#### **5.9 Amendment**

At any time prior to deadline for submission of applications, Chief Executive officer, “Organic farming Authority of Jharkhand”, may for any reason, modify this document. The amendment document shall be notified through website and such amendments shall be binding on all Bidders.

#### **5.10 Disclaimer**

- I. Though adequate care has been taken while issuing this RFE document, the applicant Bidder should satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office (as mentioned below) immediately. If no intimation is received by this office within 3 days from the date of commencement & sale of the RFE documents, then this office shall consider that the document received by the Bidder is complete in all respects and that the bidder is satisfied that the RFE Document is complete in all respect.
- II. Organic farming Authority of Jharkhand, Ranchi reserves the right to change any or all of the provision of this RFE documents before date of submission. Such changes would be intimated to all parties procuring this RFE document before date of submission.
- III. Organic farming Authority of Jharkhand, Ranchi reserves the right to reject any or the entire RFE without assigning any reason whatsoever. No correspondence will be entertained on this account.
- IV. The information in this RFE document has been prepared to assist the firm/s in preparing the non-binding RFE and it is clarified that: -
  - a. It does not constitute an invitation to offer or an offer in relation to the transaction.
  - b. This document does not constitute any contract or agreement of any kind whatsoever.
  - c. Neither the information in this document nor any other written or oral information in relation to the requirement or otherwise is intended to form the basis of or the inducement for any investment activity or any decision to enter into any contract or arrangement in relation to the transition and should not be relied on as such. Neither CEO OFAJ, Jharkhand, Ranchi nor the employees or advisors shall be liable to any interested party or any entity under any law including the law of contract, tort, the principle of restitution or unjust enrichment or otherwise for any loss, expenses or damage which may arise, or be incurred, or suffered, in connection with this document, or any matter that may be deemed to form part of this document, or any other information supplied by or on behalf of, CEO OFAJ, Ranchi or the

employees or advisors or otherwise arising in any way from the selection process mentioned herein.

- d. Failure to provide information that is essential to evaluate the applicant's qualifications or substantiation of the information supplied, shall result in disqualification of the applicant.

#### **5.11 Binding Clause**

All decisions taken by the Chief Executive officer, "Organic farming Authority of Jharkhand", regarding this contract shall be final and binding on all concerned parties.

#### **5.12 Agency's Integrity**

The Agency is responsible for and obliged to conduct all contracted activities as defined in the scope of work in accordance with the Contract.

#### **5.13 Agency's Obligations**

The Agency will be obliged to work closely with the CEO OFAJ, Jharkhand's staff, act within its own authority and abide by directives issued by the CEO OFAJ.

The Agency will abide by the job safety measures prevalent in India and will free the CEO OFAJ, from all demands or responsibilities arising from accidents or loss of life the cause of which is the Agency's negligence. The Agency will pay all indemnities arising from such incidents and will not hold the CEO OFAJ, Jharkhand responsible or obligated.

The Agency will be responsible for managing the activities of its personnel or sub-contracted personnel and will hold itself responsible for any misdemeanour.

The Agency is expected to maintain high level of professional ethics and will not act in any manner, which is detrimental to CEO OFAJ, Jharkhand's interest.

#### **5.14 Conflict of Interest**

Bidder shall furnish an affirmative statement as to the existence of, absence of, or potential for conflict of interest on the part of the Bidder due to prior, current, or proposed contracts, engagements, or affiliations with the Department. Additionally, such disclosure shall address any and all potential elements (time frame for service delivery, resource, financial or other) that would adversely impact the ability of the Bidder to complete the requirements.

#### **5.15 Non-Disclosure Agreement**

The Agency will treat as confidential all data and information about the Chief Executive officer, "Organic farming Authority of Jharkhand", obtained in the execution of its responsibilities, in strict confidence and will not reveal such information to any other party without the prior written approval of the Chief Executive officer, "Organic farming Authority of Jharkhand". All agency shortlisted shall

submit a Non-Disclosure Agreement to Chief Executive officer, “Organic farming Authority of Jharkhand”.

#### **5.16 Intellectual Property Rights**

CEO OFAJ, Jharkhand shall own and have a right in perpetuity to use all Intellectual Property Rights which have arisen out of or in connection with the implementation of this Contract, including all processes, products, software, specifications, reports, drawings and other documents which have been developed by the agency during the performance of Services and for the purposes of inter-alia use or sub-license of such services.

The agency undertakes to disclose all Intellectual Property Rights arising out of or in connection with the performance of the services to CEO OFAJ and execute all such agreements/documents and file all relevant applications, effect transfers and obtain all permits and approvals that may be necessary in this regard to effectively transfer and conserve the Intellectual Property Rights of CEO OFAJ.

The agency shall ensure that while it uses any software, hardware, processes or material in the course of performing the services, it does not infringe the Intellectual Property Rights of any person and the Agency shall keep CEO OFAJ indemnified against all costs, expenses and liabilities howsoever, arising out of any illegal or unauthorized use (piracy) or in connection with any claim or proceedings relating to any breach or violation of any permission/license terms or infringement of any Intellectual Property Rights by the Agency during the course of performance of the Services.

#### **5.17 Arbitration**

If a dispute arises out of or in connection with this contract, or in respect of any defined legal relationship associated therewith or derived there from, the parties agree to submit that dispute to arbitration under GOJ & GOI guidelines.

#### **5.18 Applicable Law**

The bidder shall be governed by the laws and procedures established by Govt. of India, within the framework of applicable legislation and enactment made from time to time concerning such commercial dealings/processing.

**Annexure I: Application Format for Registration**

Sl. No	Particulars	Details	Document Enclosed (Yes/No)
1.	Name of the agency applied for empanelment		
2.	Details of Bank Account		
3.	Address Contact no. & Mail id of Head Office		
4.	Name of contact person and contact no. available.		
5.	Document fee of Rs. 10,000/-		
6.	EMD		
7.	Details of GST registration. (In case of non-registration in Jharkhand, Registration with Jharkhand commercial taxes Department is mandatory. Any firm registered with commercial tax department of other state has to be registered in Jharkhand within three months from the date of empanelment, otherwise, contract would get cancelled.)		

Note: Government/Public sector undertaking entities should enclose self-attested copy of supporting documents from competent authority.

If the evaluation committee feels necessary may get verify the all document from the issuing authority.

1. I accept all the terms and conditions mentioned in the document to be registered.
2. I hereby certify that all the information mentioned above are true and in case any information found to be incorrect, my application may be treated as rejected by Chief Executive officer, "Organic farming Authority of Jharkhand", Ranchi.

Signature: .....

Name: .....

Designation: .....

Seal: .....

Place :.....

Date :.....

## Annexure II: Minimum Required Documents for Technical Eligibility (Qualifying Criteria)

Name of The Bidder:

### A. Mandatory Document

Sl. No.	Attached Document
1.	Agency must have an approval certificate as per NPOP guideline for its organic farm inputs provided by an NAB/APEDA accredited agency for minimum ten years
2.	Agency must be having manufacturing license for CIB/ FCO products/ NOC for manufacturing of FCO products from their home state.
3.	Agency having registration of Trade Mark from the competent authority in support of any of the brand for the offer (Optional documents)
4.	R&D centre recognized by DSIR/DST (Optional documents)
5.	The bidder should furnish a copy of valid ISO 9001:2015 certificate.
6.	Self-attested copy of PAN & GST registration of the firm.
7.	Self-attested Photocopy of GST return of atleast 02 (two) quarter of the last 12 months.
8.	Copy of IT Return of last three year with audited balance sheet .
9.	The annual turnover of the bidder should not be less than Rs. 400 Lakhs in any of the last three financial year. (Audited balance sheet certified by CA/competent authority)
10.	Proof of work experience: Strictly as per 3.2. ( vii)
11.	RFE FEE receipt & EMD
12.	Affidavit of non-blacklisting (Annexure-VI)
13.	Affidavit regarding the quoted rates

**Note: The above documents will be the basis of technical eligibility**

**Annexure III: Format of Authority Letter**

(Letter head of the proposer)

M/s \_\_\_\_\_  
\_\_\_\_\_

(Name & address with telephone no. of authorized representative) is working with/on behalf of our company/ organisation/ agency as our authorized representative for the State of Jharkhand.

He is authorized to submit, collect & correct all Empanelment/quotation/project documents on behalf of company.

Seal of the Company:

Signature of Authorized Signatory

Dated :-

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Name-

Designation

## Annexure IV-Techno Evaluation Sheet

### Techno Evaluation Sheet (Minimum Marks to Qualify is 60 out of 100)

SI No.	Standard	Item wise Maximum marks	Marks obtained
1.	Experience in manufacturing of organic farm inputs under NPOP attestation i. 10 – 13 Years i. >13 – 15 Years ii. > 15 Years	10 20 30	
2.	Experience in Organic farm input attestation under USDA-NOP & EU regulation.	05	
3.	Annual turnover for each of the last three financial year (2019-20, 2020-21, 2021-22) i. 4 Cr – 08 Cr ii. >08 Cr	10 15	
4.	Work experience in supply of organic farm input under government organization	10	
5.	Trade mark registration certificate	05	
6.	Experience in supply of organic farm inputs at international level	05	
7.	Trial / Testing report of any organic farm input from SAU or agriculture related Central institute / Government department	05	
8.	R&D Lab recognized by DSIR/DST	05	
9.	ISO 9001:2015 Certificate	05	
10.	MSME/Udyam registration Certificate	05	
11.	GMP certificate	05	
12.	Supply of bio-inputs under OFAJ banner	05	
	Total	100	

**Annexure V: Declaration**

**No other Firm/Sister concern/Associate belonging to the same group is not Participating/ Submitting this RFE.**

**(Upload on Rs. 100.00 Non-Judicial Stamp Paper Notarized Copy, as well as submit original hard copy) at the time of Rate agreement.**

We have gone through the complete Bid documents and understood the instruction to the bidder, and we accept the Terms & Conditions mentioned in this Bid documents.

1.0 We M/s. \_\_\_\_\_ hereby Bid the prospective RFE having any common partners/Directors/Managing Partners etc. or having any other common criteria shall be considered as Sister/ Group/Associates Company/ Concern/Company. In such cases, only one of them will be eligible for participating in the RFE.

1.1 We Declares that no other Firm/Sister concern/Associate belonging to the same group is not Participating/Submitting this RFE.

1.2 We declare that the entire submitted document is original & true to my knowledge.

Date -----

Officer's Signature -----

(Name -----)

Witness (Name & Signature)

Address -----

Address-----

-----

-----

-----

-----

Name of the Firm -----

(Seal & Signature) -----

**Annexure VI: Declaration**

We have gone through the complete RFE documents and understood the instruction to the bidder, and we accept the Terms & Conditions mentioned in this RFE documents.

We M/s. ----- hereby provide our lowest rates for the RFE to supply through the Chief Executive officer, "Organic farming Authority of Jharkhand", conforming to the specifications mentioned in Annexures of these RFE documents.

**1.1 We Declares that: -**

We undertake to supply organic farm inputs (biofertilizers/ biopesticides/ soil conditioner/ plant growth enhancers / other approved bio-products if any), as we may be called upon under the conditions hereto, during the allotted period from the date of execution of the agreement, on the rates specified in the agreement, at the places to be specified by the Chief Executive officer, "Organic farming Authority of Jharkhand", within the specified delivery period.

We do undertake that, we shall be able to initiate the execution of the aforesaid work within a period of ..... after the work is awarded. In case if execution starts beyond the stated period, CEO OFAJ, Jharkhand may take penal action.

We do undertake to compensate suitably in case of unsatisfactory performance after due verification by a joint team of our organisation/ firm and the officers of OFAJ, Govt of Jharkhand.

We hereby agree to abide by and fulfil all the terms of this offer and all the conditions of contract or in default then to forfeit and pay to the Chief Executive officer, "Organic farming Authority of Jharkhand", his successors, the penalties or sum of money mentioned in the said conditions.

1.2 We declare that we have not been blacklisted by any state / Union Government.

1.3 We declare that the entire submitted document is original & true to my knowledge.

Date -----

Officer's Signature -----

(Name -----)

Witness (Name & Signature)

Address -----

Address-----

-----

-----

-----

-----

Name of the Firm -----

(Seal & Signature) -----

## Annexure VII: Financial Bid

Name of Firm:

Address:

Phone No./Mobile No:

Email:

To,

The Chief Executive Officer  
Organic Farming Authority of Jharkhand ,  
Krishi Bhawan Campus,  
Kanke Road,  
Ranchi-834008

Sir,

We do hereby propose our rates for supply of approved bio-inputs in the state of Jharkhand in accordance with the specifications in all respects and instructions as per the RFE document.

Sl. N.	Name of the Item	Brand Name	Quantity	Unit	Rate in Rs (In figures & words both)
1.	PSB- (Phosphate solubilizing bacteria)		1	Ltr	
2.	ZNB (Zinc Solubilizing bacteria)		1	Ltr	
3.	KMB (Potash mobilizing bacteria)		1	Ltr	
4.	Rhizobium		1	Ltr	
5.	Azospirillum		1	Ltr	
6.	Azotobacter		1	Ltr	
7.	Carrier based Consortia		1	Kg	
8.	Liquid Consortia		1	Ltr	
9.	Mycorrhiza		1	Kg	
10.	PROM (Phosphate rich organic manure)		1	Kg	
11.	Neem oil (1500 ppm)		1	Ltr	
12.	Beauveria bassiana		1	Kg	
13.	Trichoderma viride		1	Kg	
14.	Verticillium lecanii		1	Kg	
15.	Pseudomonas fluorescens		1	Kg	

Rates quoted are inclusive of Taxes /duties like GST, Inspection charges etc. if any

The rates should be quoted in Indian Rupees only, for each item separately, both in figures and words in such a way that interpolation is not possible and all over-writings should be strictly avoided or rewritten and correction should be duly attested prior to the submission of bid documents. The rates should include all taxes packing costs, transportation, unloading costs at destination in all Districts in Jharkhand.

Seal of the Company

Date:

Signature of Authorized Signatory

Name

Designation

**Annexure VIII: TECHNICAL SPECIFICATION OF ORGANIC FARM INPUTS**

S. N.	Name of the Item	Brand Name	Specification	Unit	Shelf life	Production Capacity Per Month (In MT/KL)
1.	PSB- (Phosphate solubilizing bacteria)			Ltr		
2.	ZSB (Zinc Solubilizing bacteria)			Ltr		
3.	KMB (Potash mobilizing bacteria)			Ltr		
4.	Rhizobium			Ltr		
5.	Azospirillum			Ltr		
6.	Azotobacter			Ltr		
7.	Carrier based Consortia			Kg		
8.	Liquid Consortia			Ltr		
9.	Mycorrhiza			Kg		
10.	PROM (Phosphate rich organic manure)			Kg		
11.	Neem oil (1500 ppm)			Ltr		
12.	Beauveria bassiana			Kg		
13.	Trichoderma viride			Kg		
14.	Verticillium lecanii			Kg		
15.	Pseudomonas fluorescens			Kg		

**\*Note:-** Technical specification of above mention items must complies with FCO / CIB act

Seal of the Company

Signature of Authorized Signatory

Date:

Name

Designation